SmartOffice User Guide (for iPad)

SmartOffice is a document editing application for mobile handsets and tablets. It offers a File Viewer, adding editing and dramatic touch-gesture user interfaces both for mobile phone handsets and tablet devices.

You can view email attachments, files on your memory card, or your Dropbox cloud storage. You can share files through Google Docs. The Visual Explorer makes it easy to browse them. Content appears virtually as it would on a desktop PC, from the same files, and without needing conversion. Not all of these features are available in all versions of SmartOffice.

You can edit files on your handset, and copy them back to your desktop computer for further work, without losing the detail.

This user guide is organized into the following chapters:

- Introduction
- Dashboard and Services
- Exploring Files
- Viewing and Operating
- Editing a Document
- Other Information

Services and Dashboard

SmartOffice is part of an on-line service and full-lifespan productivity suite. It allows you to connect to cloud file hosting services, print to wireless printers nearby, present slide shows, and share documents as PDF files.

Dashboard

The 'dashboard' view is at the heart of SmartOffice. This hub allows access to your existing files, options to create new ones, and the online services.
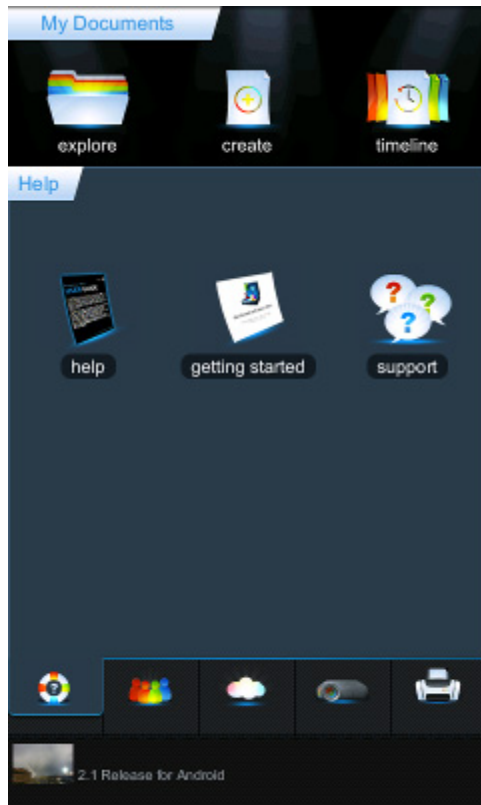
The dashboard is divided into four sections:

- The top row, labeled My Documents, shows options for [exploring files](#) on your device, memory card, and cloud services. You can choose whether to view these as a hierarchy of directories, or a stream of previously viewed files. You can also choose to create a new document.
- The next level down shows example files and links to important parts of the application. You can use the tabs at the bottom to choose between these.
- A small banner shows a news feed of information from SmartOffice, helping you to keep up to date with improvements to your products. You can tap on any story to read more about it.

Community

SmartOffice is part of a community and eco-system of applications and services designed to help you get the most out of your mobile device.

Tell your friends about SmartOffice, by choosing **Share**. This simply lets you send an email with a link for them to download the app.

If you like the application, please **Rate** it in the app store so other people can appreciate it too!

Help

This user guide is available on-line, by tapping on the **Help** icon. The information is customized for each device, language and version. It is viewed in your web browser.

The **Getting Started** guide is a document built in to your device, which gives an overview of the important features, and lets you try making changes for yourself.

Cloud Services

SmartOffice lets you work with your documents, where ever they are. You can log in to **Dropbox** or **Google Docs** to open, edit, print and save files, or hold them locally on your device's memory card. You can also reach the cloud services through the Visual Explorer. Please see the File Management page for more information.

Printing and Presenting

SmartOffice's unique **Print Room** gives you hard copy print-outs of your documents, exactly as they appeared on screen. The first icon shown for Print Room is an example document to let you experience the features. To the right, you will see documents you have printed before.
More information...

The **Presenter** feature shows a sample document to illustrate how presentations can work, and then a list of other files you have previously presented. More information...

Exploring Files

You can run SmartOffice from your device home screen and choose a document to open from those stored on the device. You can log in to various cloud file hosting services to access files there.

Or you can view email attachments and download documents. Please go to your mail reader or web browser, and select the attachment. You will see a dialogue inviting you to open it with SmartOffice, if it is compatible.

Alternatively, select the attachment. It will normally open in Apple's document viewer. In the top right corner is an icon to send it to SmartOffice.

Visual Explorer

You can copy files between your desktop computer and iPhone or iPad using the iTunes application; this works both for viewing and editing. This is shown in the diagram below:

- Connect the devices by USB cable.
- Launch iTunes on your desktop computer.
- Select your device name from the panel on the left of the iTunes window
- Select "Apps" from the tabs at the top
- Scroll down to the "File Sharing" section of the window.
- Select "SmartOffice" from the list of apps.
- Open another folder window to find your documents of interest.
- Drag files between the folder window and the File Sharing panel of iTunes.

You can retrieve your edited documents in iTunes in the same way, or send them by email.

You can then launch SmartOffice on your iPhone, and you should see the files in 'My Documents' in the Visual Explorer.
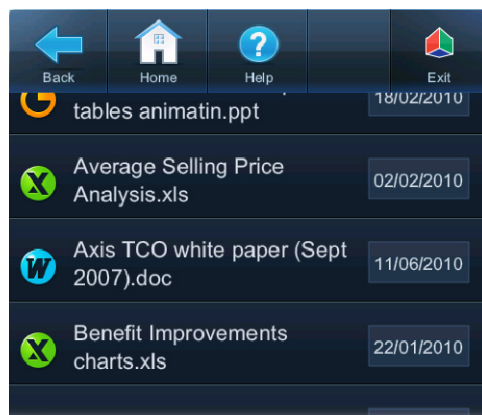
Once a document is opened it will appear, filling the screen. You can immediately pan it around by dragging your finger over the screen.

You may also create a new document, either based on a template style or a blank page, from the home view of the Visual Explorer.

Visual Explorer options

Back returns one level to the parent directory.

Home is a view showing all storage, new document templates and other starting points.

New Document appears in the home view, allowing you to choose a template for an empty document, ready for you to create whatever you wish.

Documents shows files stored on-board the device's memory, if applicable.

Memory card may appear in the home view, to show files stored on a removable device such as a microSD card.

My Documents may appear in the home view, giving a quick link to the best place to store your office files.

Recent Documents which you have used before, are listed regardless of where they were stored.

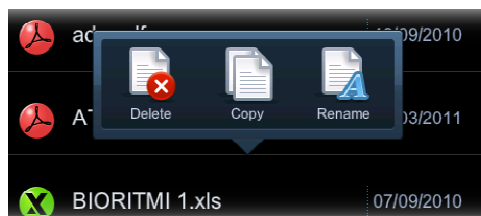**Dropbox** is a file hosting service with which you can share files between your computers.

Google Drive also allows file hosting between computers.

Box is another cloud file hosting service for enterprise users.

Managing Files

From the Visual Explorer, you can delete, copy or rename files on your device . Press and hold on any file name, then choose from the callout.

Cloud File Hosting Services

Dropbox and Google Drive are free services available on the Internet, for sharing files between several computers. hese services require Internet data transfer, which may be chargeable, depending on your connection and tariff.

Dropbox lets you install software on your desktop or other computers, after registering at www.dropbox.com. Your chosen files are automatically uploaded, so when you use your mobile device, you will see them.

Google Drive also lets you share files, amongst other features. If you have a Google account, perhaps for your email, it should also work for Google Docs.

Box also lets you share files between computers and with your work colleagues. It has both free and subscription accounts. Please register at www.box.com.

To log in from SmartOffice, please tap the Dropbox or other service icons in the Visual Explorer, enter the email address and password that you registered on the service web site, then tap 'Link'.

You may be taken to a web browser view which is provided directly by the company providing the service. After you have completed that process, please go Back to SmartOffice promptly and click the "Done" button to finalize the authentication. SmartOffice will not have direct access to your password, in that case, and you will be able to manage access from each device

and each application at any time through the full web interface.
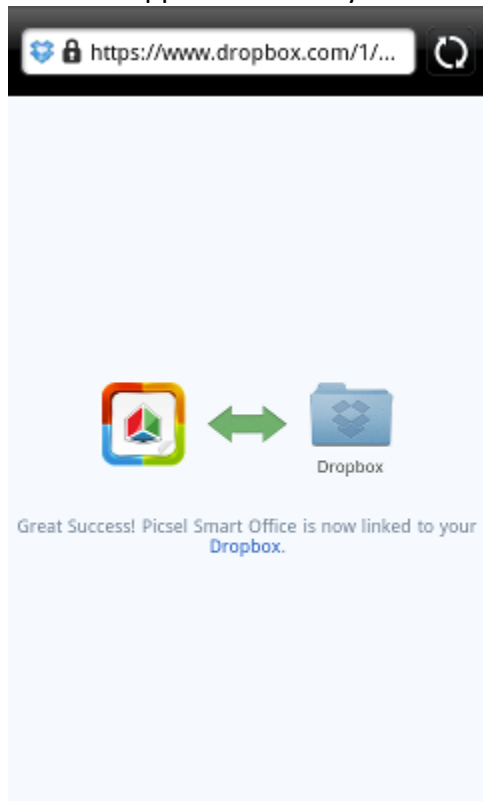
When you save files, they are uploaded and should be visible on your other computer almost immediately (it takes a few moments to synchronize).

Your accounts will remain connected permanently, unless you explicitly 'Unlink' them by tapping on the title 'Logged In' at the top of the screen.

Although this feature connects to external services, SmartOffice has no responsibility for the services themselves.

Printing

SmartOffice can print documents to thousands of compatible wireless printers, including laser and inkjet devices from manufacturers like HP, Epson, Xerox, Dell, Samsung, Brother, Canon and Ricoh.
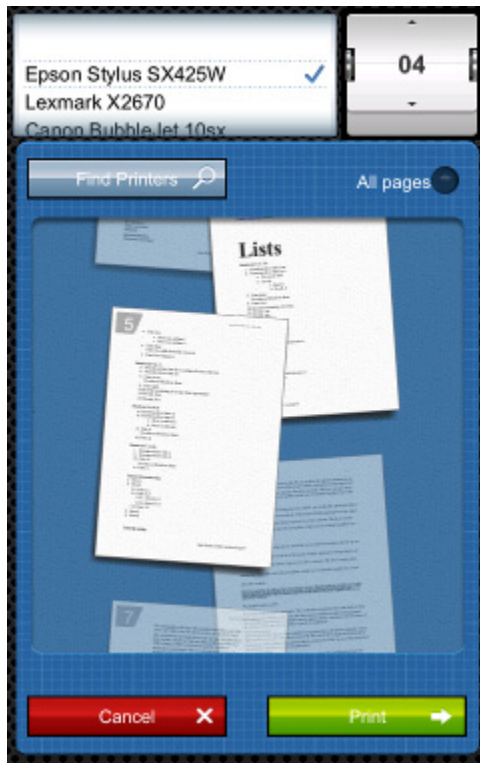
The **Print Room** screen is available from the Document Information View, and from the File icon in the document view. It shows thumbnail images of each page in your document, and printer settings.

You can scroll through the thumbnails by dragging with your finger, and un-select a page to disable printing, by tapping. To print a single page, tap on **All pages** and then tap on the one you require. The number of copies of each page to print, is selectable in the top right of the screen. Pages are scaled to fit the paper installed in the printer.

Printers within wireless range and which support compatible protocols are shown in the top left panel, which you can scroll to select a specific printer. SmartOffice can detect wireless Ethernet printers on the same subnet, which support the following printer languages:

- PCL6, PCL5 and PCL3GUI, three common versions of the industry standard printer language from Hewlett Packard.
- Epson ESC/P-R, the most widely used printer language from Epson.
- Samsung SPL, for Samsung printers

On Apple iOS devices, SmartOffice also supports Apple AirPrint, which has a further dialogue box for choosing settings. Only a limited number of printers are compatible with AirPrint, which may or may not include those available through the printer driver included in SmartOffice.

When you choose to print a document, pages are first prepared and then passed to the printer driver which transmits them to the printer, which in turn expresses them on paper. This

pipeline means that there will be a short delay before printing starts, and if you cancel the operation, some information will still be in transit, and may continue to be printed.

The print feature is also available in the dashboard which shows a list of recently printed documents, and in the Document Information View.

Presentations

You can display files such as Microsoft PowerPoint presentations in a full-screen mode. This is designed to be easy to present on screen, and shows animated transitions between slides, where appropriate.

You can tap to move to the next slide, or drag to the right to return to the previous one. A long press will exit from the presentation mode and return to editing.

Viewing and Operating

You can work with the document on screen by touching it with your finger. The gestures are:

| Gesture	Usual meaning
Drag (press hold)	Pan (scroll) around page, or adjust caret position.
Pinch (two fingers)	Zoom in or out
Single tap	Place insertion caret, or close blade
Double tap	Select word
Tap at top of screen	Show or hide menu bar

You can zoom in or out with a two-finger "pinch" gesture, to make the content as big or as small as you like. With large text, you may like "reflow" which reformats the text to fit your screen width. You can zoom out to make a page of the document smaller than your screen; you can fit several pages, and still edit and work on it.

You can pan (scroll) through the pages of the document by dragging your finger up the screen, or using the page carousel in the Top bar. Spreadsheets have tabs for each sheet in the file.

Understanding the Screen

At the top of the screen is the top bar containing "global" options. In the main part of the screen is your document, in which you may select fragments or enter new content.

When you select text on a tablet-sized device, a callout with editing options will appear (on a phone, a "blade" would have appeared at the bottom of the screen). Equivalent features are available on both types of device.
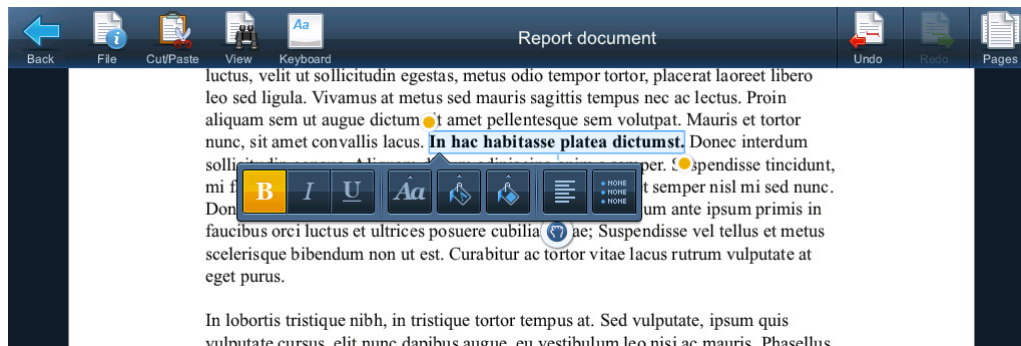
Options are greyed out if they are not available in your current state; for example some documents cannot be edited and therefore cannot be saved. Low resolution device displays, do not show the labels below icons.

Top Bar

The top of the screen shows icons for actions global to the whole document and application, not just to the part you are currently working with.
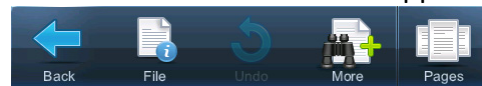
The top bar is hidden when you are working with the document itself. You can see it again by pressing the Menu key on the device.

 Back: If you wish to view a different document, or exit from the application, please tap this. It normally returns to the Visual Explorer.

 File: After you have finished editing a document, you can save or send it.

 Undo: After making a change to your document, you can undo (and later re-do it) using the two icons that appear.

 More: Shows 'more' options described below.

 Pages: Shows thumbnails of each page in your document. You can pan left or right to select any page to view normally, or return to the previous one by tapping the Pages icon again.

Spreadsheets are shown with each sheet as a 'page', but there are also tabs in the top bar.

"More" top bar

Tapping "More" on the top blade shows options which are used less often. To return to the

main top blade, tap the middle of the screen.

 Reflow: Normally, pages are laid out as they would be printed. To make lines of text fit across the width of the screen, you can choose to "reflow" them. Font sizes are scaled to be readable, images are scaled to be no bigger than the screen, and objects such as tables are laid out vertically rather than horizontally. This is only available for Word and plain text documents.

 3D: If you are wearing "anaglyph" 3D glasses with red and cyan filters, you can view documents in 3D with this option! Images, bold text, italic, lines and other content will all "pop out" of the screen to make the document more vivid.

 Slideshow: You can play the slides of a PowerPoint slide show in order, without editing features or icons on screen. Tap the screen to proceed to the next slide. Press and hold to exit, or press the device's Back button . More...

 Help: Display this user guide. To return to your document from the user guide, please tap the Back icon.

File

There are several whole-file actions, available from the File icon on the top bar:

Save: After you have finished editing a document, you can save it back to permanent storage memory. You will be presented with a choice to Save As a new name, or keep the existing name.

Email: Tapping this lets you use the standard email application to compose a message, with the document attached.

Find: This action allows you to search for text within the current document. A blade will be shown at the bottom during searching.

Export PDF: Most documents can be converted to Adobe PDF format, for sending by email, or other use. This is useful when you wish to prevent changes and ensure consistent rendering.

Print: You can print your document on a compatible wireless printer. More information...

Find

This option allows you to enter a word or a short text string. The application will search starting with the area currently on screen, and will highlight it when found. You can then choose to edit it or move on to the next or previous matches.

The search is case insensitive (it does not distinguish between capital and lowercase letters) and also equates certain Japanese Kana characters.

Previous match: After you have found the item you were searching for, you can search backwards through the document to the preceding match of the same string.

Next match: This continues the search forwards through the document, for the same string.

Cancel: The search is abandoned and the document returns to normal viewing.

Editing the Document

The full version of SmartOffice allows editing of documents. However, in this Lite version, you can try out the editing features without actually saving the file.

Insertion Caret

In Word and Power Point documents, a red insertion caret can be placed by tapping your finger in the document, allowing you to type new text.

If the caret does not appear quite where you expected it, press and hold your finger on the caret. The screen will zoom to help you drag it to the position you wish. Or, move it slightly by tapping nearby.

Selecting Content

To change part of the document, first double tap on a part that you want to select. Orange "selection handles" will appear highlighting which word has been selected, and a blade of actions will appear; at the bottom of the screen on a phone, or near to the selection, on a tablet device. Spreadsheet cells, paragraphs of text in slide shows and images in Word documents can also be selected.
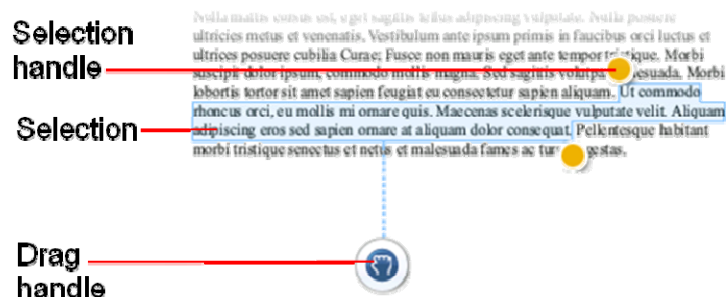
You can adjust how much text is selected by dragging the selection handles around with your finger.

You may move selected text to another position using the drag handle. When you finish dragging, the text will be cut from its current position and pasted at the insertion caret which

appears during the drag. You may also drag a selection to or from the scrap book icon on the blade. In Word documents, you can select and drag images to reposition them.

To clear a selection, tap once somewhere else in the document (outside the current selection). This may also place the [insertion caret](#) which can also be cancelled by tapping once.

Formatting and Editing

Once you have selected some text, you can change its formatting using the blade of options. See '[Understanding the Screen](#)'.

Format Text. Tap this to open the text formatting blade, where you can change how the text appears in the document, e.g. making it Bold, Italic or Underlined. These are described below.

Edit. To change the text you have selected, tap this icon to pop-up an input keyboard for typing.

Cut/Paste pops up a "callout" allowing you to move text between the document and the scrap book.

Cut. This will delete the selected text from the document, and move it to the scrap book. You can paste it back into the document at another location. After cutting, the insertion caret is set in the same place, in case you wish to paste it or type new text there.

Copy. This duplicates the selected text on the scrap book, to be pasted later. Text will also be copied to the system clipboard for use in other applications.
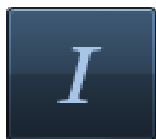
Paste inserts the text from the scrap book, or system clipboard (whichever is more recent), into the document, replacing the selection.

The text formatting properties that you can adjust appear on a blade. You can close the blade by tapping in the middle of the screen.
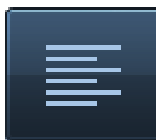
Bold. Tap this to embolden the font used for the selected text, or again to return to normal weight.
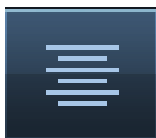
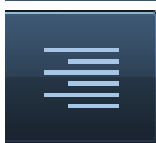**Italic.** Tap to switch italic on or off for the selected text.

Underlined. Tap to switch underlining on or off for the selected text.

Left alignment. This applies to whole paragraphs, not just selected words.

Centered alignment of paragraph.

**Right** alignment of paragraph.

Text color. This will open a blade containing a choice of colours for your selected text.

Background color. This will open a blade allowing you to change the colour of the page behind the selected text.

List formatting. Lets you choose the paragraph style, between normal body text, numbered lists, and bulleted lists. This applies to whole paragraphs, not just selected words.
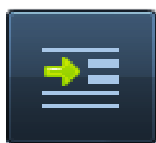
You can **indent** a list item paragraph more or less deeply, using the two icons.

Font name and size. This opens a blade with a choice of font families and point sizes. The names include a standard set of fonts, and those used within your document. However, as on any computer, the text displayed on the screen may not exactly match the named font.

In a Microsoft Word 2007 document (with a name ending .docx), you can **add images** from your device camera or gallery (film roll). To do this, please select some text to place the caret, then choose 'Add' from the blade (alternatively, place the caret, and press the Menu key repeatedly until a blade appears with 'Add' on it).

If you are not satisfied with your change, most can be undone using the "Undo" icon on the top blade. After you have edited your document, please remember to save it using the top blade icon.

Editing Spreadsheets

As well as the text formatting options above, some additional features are available for cells in Excel spreadsheets:

Format cell: This opens a blade with options for modifying the appearance of a spreadsheet cell.

Insert row/column: This opens a blade allowing rows and columns to be added or deleted.

Edit cell: You can change the value of a cell, making it text, numeric or even a complex formula (calculated as described below).

Cut/Paste pops up a callout allowing you to move cells between the spreadsheet and the scrap book, as described above for text documents.

Text Format: the appearance of the text in the cell. The options here are the same as for Word documents.

Alignment allows vertical and horizontal positioning of the content within the cell shape, and also merging of several cells if selected.

Size adjusts the width of the spreadsheet column, or height of the row, in the same units as Excel itself uses.

Number Format specifies how the value of the cell should be rendered. This is more useful for dates and large numbers. The blade which appears requires a tap to select each option, and will open a further blade.

If you edit a cell value, the spreadsheet will be recalculated, including dependencies.

f(x) **Functions:** While you are editing a cell's formula, you can insert a function by name, from

more than 100 available.

There are a few rarely used formulae which are not processed, but these are not lost and will be updated the next time you load your spreadsheet into Microsoft Excel.

Spreadsheet files are also shown with a "tab" for each sheet in the workbook. You can switch between these by tapping the named tab.

You can also re-order them by holding then dragging a tab, delete a sheet entirely by tapping the X icon, or add a new one by tapping the + tab.
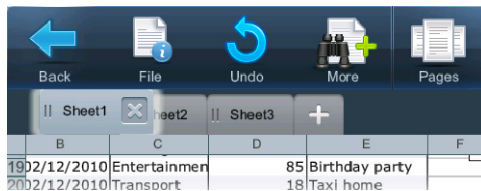
Editing PowerPoint Slides

The text in PowerPoint slides can be edited, if the slide uses the master style. If it is not possible to edit a slide, this is usually because of the way it was created.

Slideshow: This option in the 'More' top bar, will play the slide show sequence in order. Tap the screen to proceed to the next slide. Press and hold anywhere on screen to exit .

Slide Sorter: Opening this panel on the right of the screen allows you to re-order and delete slides.

In the slide sorter, tap on a slide thumbnail to jump to viewing that one. Tap and hold to select it; you can then drag it up or down through the sequence to re-order it, or release your finger to see a callout allowing you to delete it. Drag any slide in the sequence quickly up or down, to pan the list itself (if there are many slides).

Auto-shapes can be created, modified and cut out in Microsoft Office PowerPoint presentations.

To add a **new shape** to a PowerPoint presentation, please tap at the top of the screen to show the menu blade, then choose the 'Add' icon from the blade. The 'Add' icon is also on the blade which appears when something is selected.

You can edit a shape by single tapping on it; marks will appear around it to help you resize it, or move it to another position. The handles in the corners allow you to resize the shape. The top middle allows rotation. The blue handle below allows you to move the shape.
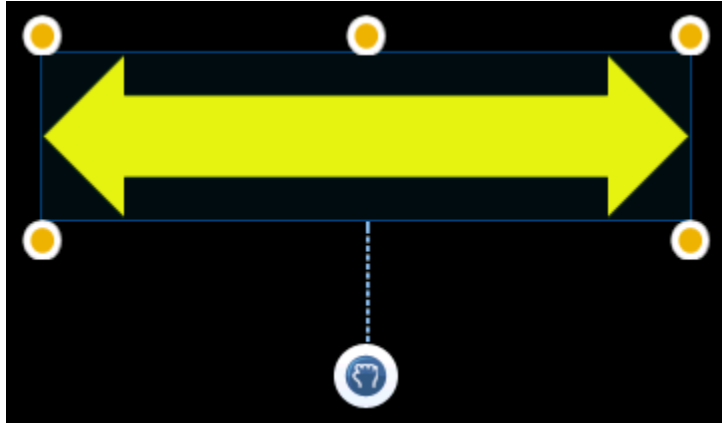
While a shape is selected, the blade (or callout menu) shows options for adjusting the fill colour, line width, etc. You can also move the item forwards or backwards amongst others in the document, and you can cut them to the scrap book. To delete an item, choose 'Cut'.

Editable Files

File formats that can be edited by appropriate versions SmartOffice are listed below. There are several reasons why some files cannot be edited, however. If selection handles do not appear for editing when you expect, there could be several reasons:

- This application may be limited to viewing only. You can upgrade to the full SmartOffice application on the app store.
- The document may be read-only
- If this product has enterprise security features, editing may be denied.
- Some documents containing very large images or many pages may be too large to load properly, in which case they can only be viewed.
- You may not have double-tapped effectively. There should be only a brief pause between taps in virtually the same place on screen.
- You may be viewing a format such as JPEG which cannot be edited.
- The object you tapped may not be editable, such as a table within a PowerPoint slide show.
- The file may not have been fully loaded yet, or not editable. Wait for a few moments, and try again. If it is very large, it may not be possible to load it fully.

SmartOffice supports thousands of individual document content features and hundreds of format versions. The following table is a brief summary, for the most capable versions of SmartOffice.

Feature	Displayed	Editable
Microsoft Word .doc .docx	Yes	Yes
Microsoft Excel .xls .xlsx	Yes	Yes
Microsoft PowerPoint .ppt .pptx	Yes	Yes
Adobe PDF .pdf	Yes	Annotate
Plain text .txt	Yes	No
Bitmap images .jpg .bmp .png .gif	Yes	No
Vector images .wmf .emf	Yes	No
Faithful page layout, where supported	Yes	Yes
Body text	Yes	Yes
Tables	Yes	Yes
Images in documents	Yes	No
Password-encrypted PDF files	Yes	No
Hangul HWP (Korean)	Yes	No

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SmartOffice is grateful to the suppliers of the following components, who have asked to be identified:

This software is based in part on the work of the Independent JPEG Group.

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This product is partly derived from the RSA Data Security, Inc. MD5 Message-Digest Algorithm. It also uses RC4 hashing.

This product includes software developed by the Apache Group for use in the Apache HTTP server project (http://www.apache.org/).

Steve Wilhite wrote an LZW decoder for GIF images, used here.

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